(എ) കേരളാ യൂണിവേഴ്സിറ്റിയുടെ കഴിഞ്ഞ സിൻഡിക്കേറ്റിലെ അംഗങ്ങളായിരുന്ന ഏതെങ്കിലും അദ്ധ്യാപക പ്രതിനിധികൾ രാവിലെ 8.30-ന് ചേരുന്ന സെനറ്റ് യോഗത്തിൽ പങ്കെടുക്കുന്നതിന് അവരവരുടെ സ്ഥാപനങ്ങളിൽ നിന്നും വരുന്നതായി കാണിച്ച് ടി.എ. വാങ്ങിയിട്ടുണ്ടോ ;

(ബി) എങ്കിൽ അവർ ആരെല്ലാമാണ് ;

(സി) അവർ ഏതെല്ലാം സ്ഥാനപങ്ങളിലാണ് ജോലി ചെയ്തിരുന്നത് ; അവരുടെ വീട്ടഡ്രസ് വെളിപ്പെടുത്തുമോ ;

(ഡി) യൂണിവേഴ്സിറ്റിയെ തെറ്റിദ്ധരിപ്പിച്ച് ആനുകൂല്യങ്ങൾ നേടിയിട്ടുണ്ടെങ്കിൽ അവ തിരിച്ചുപിടിക്കുന്നതിനും അവർക്കെതിരെ നടപടി എടുക്കുന്നതിനും വേണ്ടത് ചെയ്യുമോ ?

ഉത്തരം

(എ) ഉണ്ട്.

(ബി&സി) പ്രൊഫ. റ്റി. എൻ. രാമൻപിള്ള, പ്രൊഫ. കെ. മാധവൻ നായർ, പ്രൊഫ. എൻ. രാമചന്ദ്രൻ എന്നിവരാണ് അദ്ധ്യാപക പ്രതിനിധികൾ, അവർ ജോലി ചെയ്തിരുന്ന സ്ഥാപനങ്ങൾ യഥാക്രമം വി.ടി.എം.എൻ.എസ്.എസ്. കോളേജ് ധനുവച്ചപുരം, ഗവൺമെന്റ് കോളേജ് കോട്ടയം, ക്രിസ്ത്യൻ കോളേജ്, കാട്ടാക്കട എന്നിവയാണ്. അവരുടെ വീട്ടഡ്രസ്സ് സർവകലാശാലയിൽ ലഭ്യമല്ല എന്ന് അറിയിച്ചിട്ടുണ്ട്.

(ഡി) സർവകലാശാലയെ തെറ്റിദ്ധരിപ്പിച്ച് ആനുകൂല്യങ്ങൾ നേടിയതായി ശ്രദ്ധയിൽപ്പെട്ടിട്ടില്ലന്ന് സർവകലാശാല അറിയിച്ചിട്ടുണ്ട്. അദ്ധ്യാപക പ്രതിനിധികൾക്ക് സർവകലാശാലയിലെ യോഗങ്ങളിൽ സംബന്ധിക്കുമ്പോൾ അവർ പ്രവൃത്തിയെടുക്കുന്ന കോളേജുകളും യോഗസ്ഥലങ്ങളുമായുള്ള അകലം കണക്കാക്കി ടി.എ. വാങ്ങാൻ അവകാശമുണ്ട് എന്ന് സർവകലാശാല റിപ്പോർട്ട് ചെയ്തിട്ടുണ്ട്.

യു.ജി.സി. പാക്കേജിന്റെ വിശദാംശം

91 (2071) ശ്രീമതി ആർ. ലതാദേവി : താഴെ കാണുന്ന ചോദ്യങ്ങൾക്ക് വിദ്യാഭ്യാസവും മരാമത്തും വകുപ്പുമന്ത്രി സദയം മറുപടി നൽകുമോ :

(എ) യു.ജി.സി. പാക്കേജിന്റെ വിശദാംശം നൽകാമോ ;

(ബി) കേരളത്തിൽ ഇതു സംബന്ധിച്ച 18-2-2000-ലെ ഉത്തരവ് നടപ്പിലാക്കിയാൽ യു.ജി.സി. പദ്ധതി പൂർണ്ണമായും പ്രാബല്യത്തിൽ വരും എന്ന് സർക്കാർ കരുതുന്നുണ്ടോ ;

(സി) ബന്ദുകൾ, സമരം, ഹർത്താലുകൾ, കളക്ടർ, പ്രിൻസിപ്പൾ തുടങ്ങിയവർ പ്രഖ്യാപിക്കുന്ന ഒഴിവുദിവസങ്ങളും പുതിയ ഉത്തരവനുസരിച്ച് സാദ്ധ്യായ ദിവസങ്ങളിൽ നിന്ന് ഒഴിവാക്കിയിട്ടുണ്ടോ ;

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(ഡി) ഉണ്ടെങ്കിൽ ആ ദിവസങ്ങളിൽ കോളേജ് യൂണിവേഴ്സിറ്റി അദ്ധ്യാപകർ പ്രവർത്തി സ്ഥലത്ത് പ്രസ്തുത ദിവസങ്ങളിൽ ഹാജരാകേണ്ടതുണ്ടോ ;

(ഇ) ഹാജരാകണമെങ്കിൽ പിന്നെ ആ ദിവസങ്ങൾക്കുപകരം മറ്റ് ദിവസങ്ങളിൽ പ്രവർത്തി ചെയ്യണം എന്നത് നീതിനിഷേധമാണെന്ന് കരുതുന്നുവോ ;

(എഫ്) ഏതൊക്കെ സംസ്ഥാനങ്ങളിലാണ് യു.ജി.സി. വ്യവസ്ഥ ചെയ്തിരിക്കുന്ന 180 പ്രവർത്തി ദിവസങ്ങളിൽ നിന്ന് സ്പോർട്സ് ആർട്സ് ഡേകളും യുവജനോത്സവവും സമരവും ബന്ദും ഹർത്താലും പ്രിൻസിപ്പാളും കളക്ടറും പ്രഖ്യാപിക്കുന്ന അവധി ദിവസങ്ങളും ഒഴിവാക്കിയിട്ടുള്ളത് എന്നറിയിക്കുമോ ;

(ജി) തമിഴ്നാട്ടിൽ മേൽപ്പറഞ്ഞ വ്യവസ്ഥ പ്രാബല്യത്തിലുണ്ടോ എന്ന് പരിശോധിക്കാമോ ?

ഉത്തരം

(എ) നിരവധി നിബന്ധനകളുണ്ട്. യു.ജി.സി.സ്കീം സംസ്ഥാനത്ത് നടപ്പിലാക്കിക്കൊണ്ട് 21-12-1999-ലെ ജി.ഒ.(പി)നമ്പർ.171/99/ഉവിവ. പ്രകാരം ഇറക്കിയ ഉത്തരവിന്റെ പകർപ്പ് അനുബന്ധമായി ചേർത്തിട്ടുണ്ട്†.

(ബി) ഇല്ല. യു.ജി.സി. പദ്ധതിയിലെ വ്യവസ്ഥകളിൽ പ്രാദേശിക സാഹചര്യങ്ങൾ കൂടി കണക്കിലെടുത്ത് ചില ഭേദഗതികളോടെയാണ് സംസ്ഥാനത്ത് ആയത് നടപ്പിലാക്കിക്കൊണ്ട് 21-12-1999-ലെ മേൽപറഞ്ഞ ഉത്തരവ് പുറപ്പെടുവിച്ചിട്ടുള്ളത്. അതിൽ വീണ്ടും ചില ഭേദഗതികൾ 18-2-2000-ലേയും 2-3-2000-ലേയും ഉത്തരവിലൂടെ പുറപ്പെടുവിച്ചിട്ടുണ്ട്.

(സി-ഇ) യു.ജി.സി. പദ്ധതിയിലെ നിബന്ധനയനുസരിച്ച് ഒരു വർഷം ഏറ്റവും കുറഞ്ഞത് 180 അദ്ധ്യയനദിനങ്ങൾ ഉണ്ടായിരിക്കണം. ആയതിനാൽ സമരം, ഹർത്താൽ, കളക്ടർ, പ്രിൻസിപ്പാൾ എന്നിവർ പ്രഖ്യാപിക്കുന്ന അവിചാരിത അവധി ദിവസങ്ങൾ എന്നിവ പ്രവർത്തി ദിവസങ്ങൾ ആയിരിക്കുമെങ്കിലും അത്തരം ദിവസങ്ങളിൽ അദ്ധ്യയനം നടക്കാതിരിക്കുന്ന പക്ഷം അവ അദ്ധ്യയന ദിവസങ്ങളായി കണക്കാക്കുന്നതല്ല. പ്രവർത്തി ദിവസങ്ങൾ ആയതിനാൽ ആ ദിവസങ്ങളിൽ അദ്ധ്യാപകർ ഹാജരാകേണ്ടതുണ്ട്. മേൽപ്പറഞ്ഞ വിവിധ കാരണങ്ങളാൽ നഷ്ടപ്പെടുന്ന അദ്ധ്യയന ദിവസങ്ങൾക്ക് പകരമായി 180 ദിവസം തികയ്ക്കുവാൻ ആവശ്യമായ അദ്ധ്യയനം നടത്തേണ്ടതുണ്ട്. ഇതെല്ലാം ഉന്നത വിദ്യാഭ്യാസ നിലവാരം ഉയർത്തുന്നതിന് ലക്ഷ്യമിട്ടുകൊണ്ടുള്ളതാണ്.

(എഫ്&ജി) എല്ലാ സംസ്ഥാനങ്ങളിലും ബാധകമായ യു.ജി.സി. പദ്ധതിയനുസരിച്ച് ഈ ദിവസങ്ങൾ പ്രവർത്തി ദിവസങ്ങളിൽ നിന്നും ഒഴിവാക്കിയിട്ടില്ല. ഇവ പാഠ്യേതര പ്രവർത്തനങ്ങൾ നടക്കുന്ന പ്രവർത്തി ദിവസങ്ങൾ തന്നെയാണ്. എന്നാൽ അദ്ധ്യയനം നടക്കുന്നില്ലായെന്നതിനാൽ

† അനുബന്ധം XIV

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അദ്ധ്യയന ദിവസങ്ങളുടെ പരിധിയിൽ വരുന്നില്ല. യു.ജി.സി. ശമ്പള പരിഷ്ക്കരണത്തോടൊപ്പം വ്യവസ്ഥ ചെയ്തിരിക്കുന്ന 180 ദിവസങ്ങൾ എന്നത് യഥാർത്ഥ അദ്ധ്യയന ദിവസങ്ങൾ ആണ്. കേരള സംസ്ഥാനത്ത് നടപ്പിലാക്കുവാൻ തീരുമാനിച്ച യു.ജി.സി. പദ്ധതിയിലും മേൽ പറഞ്ഞത് തന്നെയാണ് വ്യവസ്ഥ.

കോളേജുകളിലെ അദ്ധ്യയന സമയം വർദ്ധിപ്പിച്ച നടപടി

92 (2072) ശ്രീ. കടമ്മനിട്ട രാമകൃഷ്ണൻ : താഴെ കാണുന്ന ചോദ്യങ്ങൾക്ക് വിദ്യാഭ്യാസവും മരാമത്തും വകുപ്പുമന്ത്രി സദയം മറുപടി നൽകുമോ :

(എ) യു.ജി.സി. അദ്ധ്യാപകരുടെ ജോലി സമയം വർദ്ധിപ്പിക്കുന്നതിന് മുമ്പ് അദ്ധ്യാപക സംഘടനകളുമായി സർക്കാർ ചർച്ച നടത്തിയിട്ടുണ്ടോ ;

(ബി) കോളേജുകളിലെ അദ്ധ്യയന സമയം സംബന്ധിച്ച് അതാത് കോളേജുകളിലെ പ്രിൻസിപ്പൾമാർക്ക് അധികാരം നൽകിയിട്ടുണ്ടോ ;

(സി) കോളേജുകളിൽ പഞ്ചിംഗ് സമ്പ്രദായം നടപ്പിലാക്കാൻ സർക്കാർ തീരുമാനിച്ചിട്ടുണ്ടോ ;

(ഡി) കോളേജ് അദ്ധ്യാപകരുടെ അദ്ധ്യയനസമയം വർദ്ധിപ്പിക്കുന്നത് സംബന്ധിച്ച് അദ്ധ്യാപക സംഘടനകളുമായി വീണ്ടും ചർച്ച ചെയ്ത് പ്രശ്നങ്ങൾ പരിഹരിക്കാൻ ശ്രമിക്കുമോ ?

ഉത്തരം

(എ) ജോലി സമയം തുടങ്ങിയ നിബന്ധനകൾ ഉൾപ്പെടുന്ന പുതിയ യു.ജി.സി. ശമ്പള പരിഷ്ക്കരണം നടപ്പിലാക്കുന്നതിനെക്കുറിച്ചുള്ള വിശദാംശങ്ങൾ പരിശോധിക്കുവാൻ വേണ്ടി സർക്കാർ നിയോഗിച്ച മൂന്നംഗ സമിതി ബന്ധപ്പെട്ട എല്ലാ സംഘടനകളുമായി ചർച്ച നടത്തിയിരുന്നു.

(ബി) ഇല്ല. എന്നാൽ ശനിയാഴ്ച പ്രവർത്തി ദിവസമാക്കുന്ന കാര്യത്തിൽ ആവശ്യാധിഷ്ഠിത അടിസ്ഥാനത്തിൽ തീരുമാനമെടുക്കുവാൻ പ്രിൻസിപ്പൾമാർക്ക് അധികാരം നൽകിയിട്ടുണ്ട്.

(സി) ഉണ്ട്.

(ഡി) യു.ജി.സി. നിർദ്ദേശ പ്രകാരമാണ് അദ്ധ്യയന സമയം ശമ്പള പരിഷ്ക്കരണത്തോടൊപ്പം ഇവിടേയും നടപ്പിലാക്കിയത്.

യു.ജി.സി. നിഷ്കർഷിക്കുന്ന പഠന അദ്ധ്യാപന നിലവാരം

93 (2073) ശ്രീമതി എൻ. കെ. രാധ : താഴെ കാണുന്ന ചോദ്യത്തിന് വിദ്യാഭ്യാസവും മരാമത്തും വകുപ്പുമന്ത്രി സദയം മറുപടി നൽകുമോ :

യു.ജി.സി. നിഷ്കർഷിക്കുന്ന പഠന അദ്ധ്യാപന നിലവാരം വിലയിരുത്തുന്നതിന് യൂണിവേഴ്സിറ്റി തലത്തിൽ എന്തെങ്കിലും സംവിധാനം നിലവിലുണ്ടോ ; എങ്കിൽ വിശദമാക്കുമോ ?

ഉത്തരം

വിവരം ശേഖരിച്ചു വരുന്നു.

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അനുബന്ധം XIV

[9-3-2000-ലെ നക്ഷത്രചിഹ്നമിടാത്ത ചോദ്യം നമ്പർ 91(2071)-ന്റെ ഉത്തരം ദയവായി കാണുക]

GOVERNMENT OF KERALA

Higher Education (C) Department

GOVERNMENT ORDERS ON THE IMPLEMENTATION OF UGC SCHEME INCLUDING REVISION OF PAY SCALES OF TEACHERS OF UNIVERSITIES & COLLEGES IN KERALA

[G.O. (P) No. 171/99/H.Edn. Dated 21-12-1999]

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GOVERNMENT OF KERALA

Abstract

UGC SCHEME-REVISION OF SCALE OF PAY OF TEACHERS IN UNIVERSITIES, AFFILIATED COLLEGES, TEACHERS IN LAW COLLEGES AND ENGINEERING COLLEGES AND KERALA AGRICULTURAL UNIVERSITY AND QUALIFIED TEACHERS IN PHYSICAL EDUCATION AND QUALIFIED LIBRARIANS ETC. RECOMMENDATION OF THE IMPLIMENTATION COMMITTEE-ORDERS ISSUED—

HIGHER EDUCATION (C) DEPARTMENT

G.O.(P) No. 171/99/HEdn. Dated, Thiruvananthapuram 21st December 1999.

Read: 1 G.O. (Ms.)No.66/90/HEdn. dated 13-3-1990
2 G.O. (Ms.)No.76/90/HEdn. dated 23-3-1990
3 G.O. (P)No.79/90/HEdn. dated 27-3-1990
4 Lr. No. F1.22/97/UI dtd 27-7-1998 and 61-11-1998 from the Govt. of India,
Ministry of Human Resources Development (Dept. of Education)
5 GO (MS)No.67/99/HEdn. dated 2-7-1999.

ORDER

Government of India in their letter fourth cited have informed that the Central Government have decided to continue to provide financial assistance to the State Governments who wish to adopt and implement the UGC scheme 1998 including revision of pay scales to College/University teachers/Physical Education teachers/Librarians in the State subject to the following terms and conditions.

(a) The Central Government will provide financial assistance to the State Governments which have opted for these revised pay scales to the extent of 80% of the additional expenditure involved in the implementation of the revision.

(b) The State Governments will meet the remaining 20% of the expenditure from their own sources.

(c) The financial assistance, indicated above, would be provided for the period from 1-1-1996 to 31-3-2000.

(d) The entire liability on account of revision of pay scales, etc., of University and College teachers would be taken over by the State Governments with effect from 1-4-2000.

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(e) The Central assistance would be restricted to revision of pay scales in respect of only those posts which were in existence and filled up on 1-1-1996.

2. As per reference cited fifth, Government have decided to accept the revised Unversity Grants Commission Scheme for revision of pay scales in principle and constituted a Committee to work out the details for implementation of scheme in the State. The Committee submitted its recommendations to the Government. After having examined the recommendations, Government are pleased to issue the following orders.

COVERAGE

3.1 The revised UGC scheme 1998 will be restricted to those categories of staff only who were brought under the UGC Scheme 1986.

3.2 In the G.O. read as third paper above the teachers were categorised as 52% and 48% category coming under Scheme and Scale respecctively. This categorisation was necessitated since Government of India was not prepared to reimburse the salary expenditure of teachers recruted for Pre-degree classes. In 1990 when the last pay revision orders were issued Pre-degree was part of college education and the teachers were engaging classes from Pre-degree upto post graduate levels. There was no bifurcation as Pre-degree teachers or graduate teachers since most of them were engaging classes in Pre-degree as well as in Degree and Post Graduate Courses. On the basis of statistics it was found that approximately 52% of the total number of teachers would be taking classes at Degree and post graduate level only based on the workload for such courses and the balance of 48% for the Pre-degree classes. On this basis reimbursement was claimed from Government of India for pay revision of 52% category.

3.3 Government have now decided to delink Pre-degree classes from colleges and the process has started. It is expected that the pre-degree classes would be fully delinked from the colleges by June 2001. Government have also given assurance to the teachers that their services would be retained in the colleges irrespective of the delinking of Pre-degree classes. With the introduction of new vocational courses in

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the colleges, it is expected that the service of these teachers who would become surplus due to pre-degree delinking would be fully utilised. Government have also created a special category of junior teachers vide G.O.(Ms.)No. 30/96/HEdn. dtd. 12-2-1996 who would be taking classes exclusively for Pre-degree. The qualification of these teachers was fixed as post graduation with 50% marks and BEd. With the delinking of pre-degree these teachers would be deployed to the higher secondary schools. In short all the teachers with UGC qualifications would be retained in the college stream even after the completion of Pre-degree delinking in 2001. Hence the present categorisation of college teachers into 52% and 48% will be dispensed with.

3.4 As per the earlier scheme itself the teachers were given UGC scales on completion of 8 years of service. Only those at the entry level coming under 48% category were given the State scale. Such teachers would automatically become eligible for the senior scale of UGC on completion of six years service as per the revised UGC scheme. All teachers coming under 48% category at present will be brought under the UGC scheme on completion of 6 years service as and when they become eligible for placement in the senior scale. In future recruitment will be restricted to UGC scheme posts only and teachers with UGC qualification will be directly recruited and they will be eligible for normal UGC scale of lecturers.

DATE OF EFFECT

4.1 The revise UGC scheme, 1998 will be implemented in the State with effect from 1-1-1996. The stipulation regarding minimum length of service for career advancement to the level of Lecturer (Senior scale) and Reader/Lecturer (Selection Grade) has been modified in the revised UGC scheme as clarified by Ministry of Human Resources Development subsequently. This modified provision need be implemented only from the date of notification of the Scheme by Government of India ie 27-7-1998.

SCALE OF PAY

5.1 The revised scale of pay (Appendix I) will be admissible to various categories as on 1-1-1996.

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5.2 In the revised scheme there are two categories of Principals (i) Principal in the grade of Reader and (ii) Principal in the grade of Professor. At present the colleges with more than 2000 students strength and minimum 5 post graduate courses are classified as special grade colleges and Principals in special grade (pre-revised scale of pay of Rs. 4500-7300) are posted to these colleges. The total number of special grade principals in Government/Private colleges will be retained as such inspite of the possible reduction in students strength in some of the colleges. The categorisation of colleges into special grade based on students strength and number of postgraduate courses will be dispensed with.

5.3 The administrative posts in the Directorate of Collegiate Education viz., Additional Director of Collegiate Education and Deputy Director of Collegiate Education were granted the same scale of pay of Rs. 4500-7300, with an initial minimum pay of Rs. 4800 for Deputy Directors, Rs. 5700 to Additional Director. The teachers would become eligible for promotion to the posts of Deputy Directors/Additional Director normally at the fag end of their service, they do not get any financial benefit by such promotion eventhough a minimum starting pay is fixed in both the cadres. Special grade Principals and Deputy Directors will be grouped together as one category with provision for interchangeability according to administrative convenience. In the case of Additional Director of Collegiate Education it will be retained as promotion post of the Deputy Directors/Special Grade Principals and one advance increment will be sanctioned to give some modicum of financial benefit to the promotee. Higher initial pay is envisaged in the scheme for the post of Principal (Professor Grade) and Principal (Reader Grade), special allowance now granted to the principal will be discontinued. Necessary amendments in the Special Rules of Collegiate Education Department will be made to give effect to the modifications.

PAY FIXATION RULES

5.4 A revised pay fixation formula and form for exercising option on UGC scale of pay are furnished in Appendix II and III respectively.

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5.5 The fixation of pay on account of the revision prepared by the Principals of Aided Colleges will be countersigned by the Deputy Directors of Collegiate Education concerned after proper scruitiny.

ALLOWANCES

5.6 House Rent Allowance, City Compensatory Allowance and Medical benefits etc, will be regulated as in the case of the state Government employees.

5.7 Regarding Dearness Allowance the employees who opt for UGC Scale with effect from 1-1-1996 will be eligible for the following rates of DA from the date mentioned below:

Date from which payable	Rates of DA per mensum
1-1-1996	NIL
1-7-1996	4%
1-1-1997	8%
1-7-1997	13%

The payment of DA from the dates indicated above shall be made after adjusting the instalments of DA already paid. The DA with effect from 1-1-1998 onwards will be the same as applicable to the State Government employees.

PAYMENT OF ARREARS

5.8 The pay revision arrears on account of UGC pay revision 1996 with effect from 1-1-1996 to 31-12-1999 will be deposited in the Provident Fund Account of the concerned. The arrears will not be allowed to withdraw till 31-12-2003 except in the case of those who are retiring before 31-12-2003 in whose case the arrears so impounded will be released on their retirement.

RECRUITMENT AND QUALIFICATION

6.1 The direct recruitment to the post of Lecturers, Readers and Professors in the Universities and Colleges shall be on the basis of merit through All India advertisement and selections

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by the duly constituted Selection Committees to be set up under the Statutes/Ordinances of the concerned University. Such Committees should have a minimum of the three experts, the head of the concerned Department and the Principal of the concerned College (in case of selection of college teachers).

6.2 The minimum qualifications required for the post of Lecturers, Readers, Professors, Principals, Assistant Directors of Physical Education, Assistant Librarians, Deputy Librarians, Librarians, Assistant Registrars, Deputy Registrars and Registrars, will be those as prescribed by the University Grants Commission from time to time.

6.3 The minimum requirements of a good academic record, 55% of the marks at the master's level and qualifying in the National Eligibility Test, or an accredited test, shall remain for the appointment of Lecturers. It would be optional for the University to exempt Ph.D holders from NET or to require NET, in their case, either as a desirable or essential qualification for appointment as Lecturers in the University Departments and Colleges. The minimum requirement of 55% should not be insisted upon for Professors, Readers, Registrars, Deputy Directors of Physical Education for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Lecturers, Assistant Registarars, Assistant Librarians, Assistant Director of Physical Education.

6.4 A relaxation of 5% may be provided, from 55% to 50% marks, at the master's level for the SC/ST category.

6.5 A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19th Sept., 1991.

6.6 B in the 7 point scale with latter grades O, A, B, C, D, E & F shall be regarded as equivalent of 55% wherever the grading system is followed.

6.7 The Ph.D. should continue to be a compulsory requirement for the designation of Reader. However, for other categories, like those of Registrars, Librarians and Physical Education Directors, the Ph.D. should be a desirable and not an essential qualification.

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DIRECT RECRUITMENT

6.8 PROFESSOR

An eminent scholar with published work of high quality, actively engaged in research, with 10 years of experience in postgraduate teaching, and/or experience in research at the University/National Level Institutions, including experience of guiding research at doctoral level.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

In exceptional cases, the teachers with 15 years of UG teaching/research experience could also be considered.

6.9 PRINCIPAL (PROFESSOR'S GRADE)

1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E & F.
2. Ph.D. or equivalent qualification.
3. Total experience of 15 years of teaching/Research in Universities/Colleges and other institutions of higher education.

6.10 PRINCIPAL (READER'S GRADE)

1. Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E & F.
2. Ph.D. or equivalent qualification.
3. Total experience of 10 years of teaching/Research in Universities/Colleges and other institutions of higher education.

6.11 READER

Good academic record with a doctoral degree or equivalent published work. In addition to these, candidates who join from outside the University system, shall also possess at least 55% of the marks or an equivalent grade of B in the 7 point scale with latter grade O, A, B, C, D, E & F at Master's degree level.

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Five years of experience of teaching and/or research excluding the period spent for obtaining the research degrees and has made some mark in the areas of scholarship as evidence by quality of publications, contribution to educational innovation, design of new courses and curricula.

6.12 LECTURER

Humanities Social Sciences, Sciences, Commerce, Education, Physical Education, Foreign Languages and Law.

Good academic record with at least 55% of the marks or, an equivalent grade of B in the 7 point scales with latter grades, O, A, B; C, D, E, & F at Master's degree level, in the relevant subject from an Indian University, or, an equivalent degree from a foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.

6.13 JOURNALISM AND MASS COMMUNICATION

Good academic record with at least 50% of the marks or, an equivalent grade of B in the 7 point scale with latter grades, O, A, B, C, D, E, & F at Master's degree level, in communication/mass communication, journalism, from an Indian University, or an equivalent degree from a foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.

OR

At least 55% of the marks, or an equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E, & F at the Master's degree level in the Humanities, Social Sciences/Sciences/with at least a second class Bachelor's Degree, or Post graduate Diploma in communication/mass communication or journalism, from a recognized Indian University/National Institute.

Besides fulfilling in above qualification, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the UGC, CSIR, or similar tests accredited by the UGC.

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6.14 MUSIC

Good academic record with at least 55% of the marks or, an equivalent grade of B in the 7 point scale with latter grades, O, A, B, C, D, E, & F at Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.

SEVEN POINT SCALE

GRADE	*GRADE POINT*	*PERCENTAGE EQUIVALENT*
'O' = Outstanding	5.50-6.00	75-100
'A' = Very Good	4.50-5.49	65-74
'B' = Good	3.50-4.49	55-64
'C' = Average	2.50-3.49	45-54
'D' = Below Average	1.50-2.49	35-44
'E' = Poor	0.50-1.49	25-34
'F' = Fail	0-0.49	0-24

OR

A traditional or a professional artist with a highly commendable professional achievement in the concerned subject.

For professional subjects like education, social work and performing arts etc., a separate detailed regulatation on qualifications would be issued. Till then, the Regulations, hither to in force for direct recruitment to the post of Lecturer, Reader and Professor, will continue.

The minimum qualifications for the post of Librarians, Deputy Librarians, Assistant Librarians may be seen at Appendix-IV

The minimum qualifications for the post of Director, Physical Education, Deputy Director, Physical Education and Assistant Director, Physical Education may be seen at Appendix-V

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6.15 **SELECTION COMMITEES**

University Grants Commission has separate guidelines on constitution of Selection Committees which may be referred to by Universities/Colleges (copy enclosed as Appendix-VI). A representative of the SC/ST, women and physically handicapped persons, should be in the Selection Committee whenever a candidate from any of these categories appears for the interview.

It is optional for the University or College to utilise the Seminar or Colloquium as a method for the selection of Lecturer, Reader or Professor.

INCENTIVES FOR PH.D/M.Phil

6.16 Four and two advance increments will be admissible to those who hold Ph.D and M.Phil degrees, respectively at the time of recruitment as Lecturers. Candidates with D.Litt/D.Sc. should be given benefit on par with Ph.D. and M.Litt on par with M.Phil.

6.17 One increment will be admissible to those teachers with M.Phil who acquire Ph.D. within two years of recruitment.

6.18 A Lecturer with Ph.D. will be eligible for two advance increments when she/he moves into Selection Grade/Reader.

6.19 A teacher will be eligible for two advance increments as and when she/he acquires a Ph.D. degree in her/his service career.

CAREER ADVANCEMENT

6.20 Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D., five years for those with M.Phil, and six years for others at the level of Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade/Reader, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.

6.21 For movement into grades of Reader and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Lecturer (Selection Grade)

6.22 A Reader with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.

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6.23 The Selection Committees for Career Advancement shall be the same as those for Direct Recruitment for each category.

6.24 The existing scheme of Career Advancement for non academic staff namely, Assistant Director of Physical Education, Assistant Registrar, Assistant Librarian would continue.

LECTURER (SENIOR SCALE)

6.25 A Lecurer will be eligible for placement in a senior scale through a procedure of selection, if she/he has :

(i) Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil. and Ph.D.

(ii) Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission. (Those with Ph.D. degree would be exempted from one refresher course.)

(iii) Consistently satisfactory performance appraisal reports.

LECTURER (Selection Grade)

6.26 Lecturers in the Senior Scale who do not have a Ph.D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfil the other criteria given above for the post of Reader, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through extension activities, will be placed in the Selecton Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Reader. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Reader and, if found suitable, could be given the designation of Reader.

READER (PROMOTION)

6.27 A Lecturer in the Senior Scale will be eligible for promotion to the post of Reader if she/he has :

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(i) Completed 5 years of service in the Senior Scale.

(ii) Obtained a Ph.D. degree or has equivalent published work.

(iii) Made some mark in the areas of scholarship and research as evidenced e.g., by self-assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula and extension activities.

(iv) After placement in the Senior Scale participated in two refresher courses/summer institutes of approved duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission, and

(v) Possesses consistently good performance appraisal reports.

6.28 Promotion to the Post of Reader will be through a process of selection by a Selection Committee to be set up under the Statues/Ordinances of the concerned University or other similar Committees set up by the appointing authorities.

PROFESSOR (PROMOTION)

6.29 In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisements, promotions may be made from the post of Reader to that of Professor after 8 years of service as Reader.

6.30 The Selection Committee for promotion to the post of Professor should be the same as that for direct recruitment. For the promotion from Reader to Professor, the following method of promotion may be followed.

The candidate should present herself/himself before the Selection Committee with some of the following :

(a) Self-appraisal reports (required)

(b) Research contribution/books/articles published.

(c) Any other academic contributions.

The best three written contributions of the teacher (as defined by her/him) may be sent in advance to the Experts to review before coming for the selection. The candidate should be asked to submit these in 3 sets with the application.

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(d) Seminars/Conferences attended.

(e) Contribution to teaching/academic environment/ institutional corporate life.

(f) Extension and field outreach activities.

6.31 The requirement of participation in orientation/refresher courses/summer institutes, each of at least 3 to 4 weeks duration, and consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade). Wherever the requirement of orientation/refresher courses has remained incomplete, the promotions would not be held up but these must be completed by the year 2000.

The requirements for completing these courses would be as follows :

(i) For Lecturer to Lecturer (Senior Scale), one orientation course would be compulsory for University and College teachers. Those without Ph.D. would be required to do one refresher course in addition.

(ii) Two refresher courses for Lecturer (Senior Scale) to Lecturer (Selection Grade).

(iii) The senior teachers like Readers/Lecturers (Selection Grade) and Professors may opt to attend two Seminars/ Conferences in their subject area and present papers as one aspect of their promotions/selection to higher level or attend refresher courses to be offered by ASCs for this level.

6.32 If the number of years required in a feeder cadre are less than those stipulated in this notification, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years. This situation is likely to arise as, in the earlier scheme, the number of years required in a feeder cadre were much more than those envisaged under this notification.

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7.1 COUNTING OF PAST SERVICE

Previous service, without any break as a Lecturer or equivalent, in a University, college, national laboratory, or other scientific organisation, e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR and as a UGC Research Scientist, should be counted for placement of lecturer in Senior Scale/Selection Grade provided that :

7.2 The post was in an equivalent grade/scale of Pay as the post of Lecturer,

7.3 The qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer,

7.4 The Candidates who apply for direct recruitment should apply through proper channel ;

7.5 The concerned Lecturers possessed the minimum qualifications prescribed by the UGC for appointment as Lecturers ;

7.6 The post was filled in accordance with the prescribed selection procedure as laid down by the University/ State Government/Central Government/Institution's regulations.

7.7 The appointment was not ad-hoc or in a leave vacancy of less than one year duration Ad-hoc sevice of more than one year duration can be counted provided—

(a) the ad-hoc service was of more than one year duration ;

(b) the incumbent was appointed on the recommendation of duly constituted Selection Committee ; and

(c) the incumbent was selected to the permanent post in continuation to the ad-hoc sevice, without any break.

MERIT PROMOTION

8.1 Merit Promotion Scheme of 1983 which was terminated in 1987 for those who did not opt for it, stands abolished. However, Professors who were governed by the old merit promotion scheme of 1987 would be eligible for full scale of Professor w.e.f 01-01-1996. The University can discuss in its academic body and decide inter-se-seniority between the merit promotees and direct recruits, based on the date of selection, as per the existing/amended Acts and Statutes of the University.

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REWARDING MERIT

8.2 A supertime scale of Rs. 22000-500-24500 will be given to such Professors of Eminence who will be directly recruited and have completed 28 years of service in accordance with the scheme to be approved by the Government of India.

8.3 Meritorious teachers, who may not have M.Phil, or Ph.D. but who have made outstanding contributions would be rewarded and recognized as per the scheme to be approved by the Government of India.

PERIOD OF PROBATION AND CONFIRMATION

9.1 Keeping in view the practice in some of the Universities, the minimum period of probation may continue to be 1 year, extendable by a maximum period of 1 more year in case of unsatisfactory performance. However, the Universities which are already having probation period of 2 years may continue to do so.

9.2 It is optional for the universities to introduce the provision that a teacher may offer herself/himself for assessment at any point of time for confirmation, within the period of two years, but the University may consider a minimum period after which such cases would be considered. At senior positions, it is optional for the University to decide on confirmation at any time from the time of appointment to the end of the statutory period of probation.

9.3 The confirmation should not be linked to the completion of orientation course, but efforts should be made to send the teacher either before joining, or immediately thereafter, but, in any case, the orientation course should be completed within a period of the first two years.

9.4 Since the time required for Career Advancement has now been reduced, an extension may be provided till 31-12-2000 to all candidates for completing refresher courses.

9.5 The University may devise a mechanism for ensuring that the Head of the University Department/College Principal sponsors the teacher for the required orientation and refresher course, and such opportunity is not denied to the teacher,

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except on sufficient grounds to be specified in writing to the University. The University should also bring to the attention of the UGC any complaints received from University or College teachers that they did not get admission to the courses for which they applied with details (name of teacher, name of institution where employed, course applied for, ASC or Department where applied, dates of course and reasons given for refusal).

PART-TIME TEACHERS

10.1 The minimum qualifications for appointment of part-time teachers should be the same as that of regular teachers and selected by regularly constituted Selection Committees. The part-time teachers should be appointed only in exceptional circumstances when it is appropriate to the requirements of the institution in terms of subjects to be taught or workload. They can be appointed on a contract appointment if only for a short period or as permanent half-time/proportionate time employees against half/proportionate salary of the scale (and should include proportionate increments, dearness allowance and any other permissible benefits). Such permanent part-time teachers will also be entitled to the scheme of Career Advancement from Lecturer to Senior Scale Lecturer, Selection Grade Lecturer/Reader, and Professor. However, they will be entitled to half/proportionate amount of the basic of the scale and proportionate increments, dearness allowance and any other permissible benefits.

CREATION OF POST

10.2 UGC-recognized autonomous colleges may create posts of Professor on the basis of felt needs. In general, 1 post of Professor may be created if there are already at least 4 Readers and 12 Lecturers and it is felt that creation of a post of Professor is academically necessary. The procedure of selection of Professor will be through direct recruitment as in the University. Other colleges of similar standard will be identified by the UGC as per the scheme to be approved by the Government of India.

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TEACHING DAYS

11.1 The Universities/Colleges must observe at least 180 actual teaching days, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period. 12 weeks may be devoted to admission and examination activities, and non-instructional days (e.g. for sports, college day. etc.)., 8 weeks for vacation and 2 weeks may be attributed to various public holidays. The above is summarised as follows :

	No. of weeks	
	University	College
Teaching	30(180 days)	30(180 days)
Admission/Examination	12	10
Preparation for Examination Vacation	8	10
Public Holidays (to increase & adjust teaching days accordingly)	2	2
Total	52	52

WORK LOAD

12.1 The workload of the teacher in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for atleast 5 hours daily in the University/ College. The direct teaching hours should be as follows :

Lecturer/Sr.Lecturer/Lecturer (Sel.Grade) : 16 hours

Readers & Professors : 14 hours

However, a relaxation of two hours in the workload will be given to the Professors who are actively involved in Research, Extension and Administration. The norms of workload stipilated above will be strictly enforced. There will not be any dilution on these provisions.

AGE OF RETIREMENT

13.1 Retirement age will continue to be as per the existing rules in the State Government.

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RETIREMENT BENEFITS

13.2 Retirement benefits will be applied to College/University teachers including Physical Education teachers as per the existing pension rules under the State Government.

LEAVE RULES

14.1 Leave Rules in KSR will be applicable to the teachers etc.

TEACHING DAYS & ACCOUNTABILITY

15.1 The stipulation on workload and number of teaching days should be strictly followed.

15.2 Proper records should be maintained by the teachers as well as the College authorities on the number of working hours/ teaching days attained. These records will be made available for inspection by any officer authorised by the Director of Collegiate Education at any time. Director of Collegiate Education will prescribe a format for such records.

15.3 Code of Professional Ethics should be applicable to all teaching and non-teaching staff including Administrators, (vide Appendix VII)

15.4 In the Performance Appraisal of the teachers there should be an entry on the actual number of teaching days achieved by the teacher. The Performance Appraisal Report in respect of teachers for every calender year should be obtained and kept under safe custody of the Principals concerned. Form for Performance Appraisal Report is given in Appendix VIII.

15.5 In order to have more effective control over the teachers, necessary statutory amendments will be made. Necessary proposals in this regard will be furnished by the Director of Collegiate Education/Universities.

15.6 The declaration of holidays for the college by the Principal/ Managements should be done only with the prior approval of District Collector concerned or Director of Collegiate Education.

15.7 The revised UGC scheme envisages a six day week also to ensure minimum number of teaching days. This will be followed in the state also.

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15.8 There shall be made obligatory for the teacher to compensate any working day lost by doing extra work on holidays or extra work during normal working days.

15.9 The Principal concerned should be authorised to engage Guest Lecturers even for short periods of leave availed of by regular teachers both in Government and Aided Colleges and also in anticipation of sanction for the post provided there is sufficient work load for the courses already commenced.

15.10 Centralised paper valuation will be adopted by the Universities for various examinations and the teachers of University/ College should be drafted for this work only during vacation time. Services of retired teachers will also be utilised for examination works.

15.11 The possibility of dispensing with supplementary examinations will be considered by the Universities.

15.12 The Principal of the concerned College should invariably be consulted before selecting teachers for any special work outside the College.

15.13 Examination work is part of official duty and teachers response for the examination work should be assessed in the Performance Appraisal Report.

15.14 The number of actual teaching days in a College should be assessed every quarter and monitored by the Deputy Direcors of Collegiate Education concenerd. If there is any short fall in the number of teaching days proper remedial measures should be taken by the Deputy Director of Collegiate Education concerned in consultation with the college authorities.

15.15 At present there are only 5 Regional Deputy Directors of Collegiate Education. For effective monitoring and control and audit, the posts of Deputy Directors of Collegiate Education with supporting staff and necessary infrastructure will be created for all Revenue Districts except in Idukki and Wynad where the number of colleges is comparatively less. Necessary proposals will be furnished by the Director of Collegiate Education in this regard.

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15.16 A Vigilance and Monitoring Cell will be set up in the office of the Director of Collegiate Education for conducting the periodical inspections and monitoring the number of teaching days achieved by the colleges and allied matters.

15.17 The Director of Collegiate Education is empowered to give approvals for all appointments and placements in Private Colleges as envisaged in the UGC scheme. Necessary amendments will be brought in University Statutes and Special Rules wherever necessary immediately to give effect to the stipulations in the Scheme by the Universities concerned and Director of Collegiate Education respectively.

By Order of the Governor

N CHANDRASEKHARAN NAIR
Principal Secretary to Government

To

The Director of Collegiate Education
All Universities
The Director of Public Relations
The Director of Technical Education
Agriculture Department
Health & Family Welfare Department
General Education Department
All Sections of Higher Education Department
General Administration (SC) Department
All Managements & Principals of Aided Colleges
The Accountant General, Kerala, Thiruvananthapuram
(this issues with the concurrence of Finance Department)
The Finance Department (vide file No.108701/Edn C2/99/Fin)

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Appendix - I A

UGC SCALE OF PAY OF TEACHERS IN UNIVERSITIES AND COLLEGES

Sl. No.	*Designation*	*Existing UGC Scale of Pay*	*Revised Scale of Pay*
1	Lecturer	2200-75-2800-100-4000	8000-275-13500
2	Lecturer (Senior scale)	3000-100-3500-125-5000	10000-325-15200
3	Lecturer (Selection Grade)	3700-125-4950-150-5700 (Who were selected strictly in accordance with the rules and regulations framed by the UGC and who were in position as lecturers (Selection Grade Readers as on 1-1-1996, will be made in a manner that they get their pay fixed at the minimum of Rs. 14940 in the revised scale as and when they complete five years in the grade)	12000-420-18300
4	Reader	3700-125-4950-150-5700	12000-420-18300
5	Professor	4500-150-5700-200-7300	16400-450-20900-500-22400
6	Principals of Colleges	(i) 3700-125-4950-150-5700	(i)12000-420-18300 (Minimum to be fixed at 12840)
		(ii) 4500-150-5700-200-7300	(ii)16400-450-20900-500-22400 (Minimum to be fixed at 17300)

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Appendix - I B

UGC SCALE OF PAY OF THE ADMINISTATIVE POSTS UNDER THE DIRCTORATE OF COLLEGIATE EDUCATION

Sl. No.	*Designation*	*Existing UGC Scale of Pay*	*Revised UGC Scale of Pay*
1	Special Officer, UGC	3700-125-4950-150-5700	12000-420-18300
2	Deputy Director of Collegiate Education	4500-150-5700-200-7300 (with a minimum of Rs. 4800 in the scale)	16400-450-20900-500-22400 (with a minimum to be fixed at Rs. 17300)
3	Additional Director of Collegiate Education	4500-150-5700-200-7300 (with a minimum of Rs. 5700 in the scale)	16400-450-20900-500-22400 (with a minimum to be fixed at Rs. 17300 + one advance increment)

Appendix - I C

UGC SCALE OF PAY OF THE ADMINISTRATIVE POSTS IN THE UNIVERSITIES IN KERALA

Sl. No.	*Designation*	*Existing UGC Scale of Pay*	*Revised UGC Scale of Pay*
1	Vice Chancellor	17600 (fixed)	25,000 (fixed)
2	Pro-Vice Chancellor	5900-200-7300	18400-500-22400

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Appendix - I D

UGC SCALE OF PAY OF THE PHYSICAL EDUCATION TEACHERS/LIBRARIANS IN UNIVERSITY

Sl. No.	*Designation*	*Existing UGC Scale of Pay*	*Revised UGC Scale of Pay*
1	Asst. Director of Physical Education	2200-75-2800-100-4000	8000-275-13500
2	Asst. Director of Physical Education (Senior Scale)	3000-100-3500-125-5000	10000-325-15200
3	Asst. Director of Physical Education (Selection Grade)	3700-125-4950-150-5700	12000-420-18300
4	Dy. Director of Physical Education	3700-125-4950-150-5700	12000-420-18300
5	Director of Physical Education	4500-150-5700 200-7300	16400-450-20900-500-22400
6	Asst. Librarian/ Documentation Officer	2200-75-2800 100-4000	8000-275-13500
7	Asst. Librarian/ Documentation Officer (Sr. Scale)	3000-100-3500 125-5000	10000-325-15200
8	Asst. Librarian/ Documentation Officer (Selection Grade)	3700-125-4950-150-5700	12000-420-18300
9	Dy. Librarian	3700-125-4950 150-5700	12000-420-18300
10	Librarian	4500-150-5700 200-7300	16400-450-20900-500-22400

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Appendix - I E

UGC SCALE OF PAY OF THE PHYSICAL EDUCATION TEACHERS AND LIBRARIANS IN COLLEGES IN KERALA

Sl. No.	*Designation*	*Existing UGC Scale of Pay*	*Revised UGC Scale of Pay*
1	Lecturer in Physical Education	2200-75-2800-100-4000	8000-275-13500
2	Lecturer in Physical Education (Senior Scale)	3000-100-3500-125-5000	10000-325-15200
3	Lecturer in Physical Education (Selection Grade)	3700-125-4950-150-5700	12000-420-18300
4	College Librarian	2200-75-2800-100-400	8000-275-13500
5	College Librarian (Senior Scale)	3000-100-3500-125-5000	10000-325-15200
6	College Librarian (Selection Grade)	3700-125-4950-150-5700	12000-420-18300

APPENDIX - II

FORMULA FOR FIXATION OF PAY IN THE REVISED SCALES

1 The pay of UGC opted employees in the Universities and Colleges may be fixed in the revised scales of pay in the following manner :—

(i) An amount of 40% of basic pay in the existing scales as on 1-1-1996 may be added to the existing emoluments.

(ii) After the existing emoluments have been so increased, the pay may be fixed in the revised scale at the stage next above the amount so computed, provided that.

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(a) If the minimum of the revised scale is more than the amount so arrived at the pay may be fixed at the minimum of the revised scales.

(b) If the amount so arrived at is more than the maximum of the revised scale, the pay may be fixed at the maximum of that scale.

EXPLANATION :

(i) The existing emoluments of an employee as on 1-1-1996 shall include.

(a) Basic pay (including stagnation increment if any)

(b) Dearness Allowance applicable at AICPI points 1510 (ie. D.A. as on 1-1-1996)

(c) Interim Relief 1st and 2nd instalments.

(d) Total existing emoluments shall include (a to c) above.

(e) Total pay will include existing emolumnts+40% of basic pay in the existing scale.

II Dearness Allowance in the Revised Scale :—

(a) Basic pay upto 3,500 per month 148% of basic pay.

(b) Basic pay above 3500 and upto Rs. 6000 111% of basic pay subject to a minimum of Rs. 5180

(c) Basic pay above Rs. 6000 96% of the basic pay subject to a minimum of Rs. 6600

III The next increment of an employee whose pay has been fixed in the revised scale in accordance with rule I shall be granted on the date he would have drawn his next increment, had he continued in the existing scale, provided that in case where the pay of an employee is stepped up in terms of the explanation 9 below, the next increment shall be granted on the completion of qualifying service of 12 months from the date of stepping up of the pay in the revised scale.

Provided further that in the case of persons who have been drawing maximum of the existing scale for more than a year as on 1-1-1996, the next increment in the revised scale shall be allowed on 1-1-1996.

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IV The employee who are eligible to come under the UGC Scheme have an opportunity of exercising option to come over to the revised scale on a later date other than 1-1-1996, provided that option should be exercised with in three months from the date of issue of this order.

EXPLANATION 1 :

Every Teacher/Librarian and others including who retired after 1-1-1996 may elect to continue to draw the existing scale of pay until the date on which he earns increment or his next or any subsequent increment in the existing scale or until he vacates his post or ceases to draw pay in that scale.

EXPLANATION 2 :

The option to retain the existing scale under this rule should be admissible only in respect of one existing scale.

EXPLANATION 3 :

The above said option shall not be admissible to any person appointed to a post on or after 1-1-1996. All appointments and placements made on or after 1-1-1996 shall be deemed to have made in the revised scale of pay. Teachers who were given placements on or after 1-1-1996 will not be allowed to exercise option in the feeder post beyond the date of such promotion.

EXPLANATION 4 :

The option should be submitted in writing in the form prescribed in Appendix III within 3 months from the date of publication of the rule to the Accountant General in the case of Government College staff, University staff to the Registrar, Aided College staff to the Deputy Director of Collegiate education concerned.

EXPLANATION 5 :

In the case of an employee on the date of such publication or as the case may be, date of such order is out of India or on leave/deputation/ foreign Service, the said option shall be exercised in writting so as to reach the said authority with in three months of date of his taking charge of the post.

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EXPLANATION 6 :

If an employee is under suspension on 1-1-1996, the option may be exercised with in 3 months of the date of his return to his duty if that date is later than the date prescribed in the rules.

EXPLANATION 7 :

If no option is exercised with in the stipulated period, the date of effect of pay revision ie. 1-1-1996 shall be treated as the date of option and the officer competent to fix his/her pay is to proceed accordingly. No subsequent option shall be entertained.

EXPLANATION 8 :

If an employee dies before the expiry of time fixed for option and without exercising option, the officer competent to fix his/her pay in the revised scale shall fix his/her pay with effect from the date which is more advantageous to the survivors of the deceased.

EXPLANATION 9 :

Where in the fixation of pay under rule I pay of an employee, who, in the existing scale was drawing immediately before 1-1-1996, more pay than another employee junior to him in the same cadre, gets fixed in the revised scale at a stage lower than that of such Junior, his pay shall be stepped up to the same stage in the revised scale as that of the junior.

V The next increment of an employee whose pay has been fixed in the revised scale in accordance with rule I the next increment shall be granted on the date he would have continued in the existing scale of pay, provided that where the pay of the employee stepped up in terms of explanation 9 the next increment shall be granted on the completion of qualifying service of 12 months from the date of stepping up of the pay in the revised scale.

Provided further that in the case of persons who had been drawing maximum of the existing scale for more than a year as on 1-1-1996, the next increment in the revised scale shall be allowed on 1-1-1996.

ILLUSTRATION - I :

A Principal is drawing a basic pay of Rs. 4500 on 1-1-1996 in the existing scale of pay of Rs. 4500-150-5700-200-7300. His date of increment is 1-10-1996. The revised scale of pay applicable to the post of Principal is 16400-450-20900-500-22400 with a minimum to be fixed at Rs. 17300. His pay in the revised scale of pay shall be fixed as follows :—

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(a)	Basic pay	-	Rs. 4500
(b)	DA at 1510 points	-	Rs. 5180
(c)	Interim relief (1st)	-	Rs. 100
(d)	Interim relief (2nd)	-	Rs. 450 (10%)
	Emoluments	-	Rs. 10230
	40% of basic pay	-	Rs. 1800
	Total	-	Rs.12030

Pay is to be fixed in the revised
Scale of pay of Rs. 16400-22400 : Rs. 17300 (minimum)
The next increment will be w.e.f. 1-10-1996

ILLUSTRATION - II :

A teacher is drawing a basic pay of Rs. 4075 with effect from 1-7-1995 in the existing scale of pay of Rs. 3700-125-4950-150-5700. Revised Scale of Pay applicable to the post is Rs. 12000-420-18300. His pay in the revised scale of pay shall be fixed as follows :—

Basic pay	-	Rs. 4075
DA at 1510 points	-	Rs. 5180
Interim relief (1st)	-	Rs. 100
Interim relief (2nd)	-	Rs. 408
Emoluments	-	Rs. 9763
40% of basic pay	-	Rs. 1630
Total	-	Rs.11393

The next stage in the revised scale of pay = Rs. 12000
Next increment will be with effect from 1-7-1996.

ILLUSTRATION - III :

A Principal is drawing a basic pay of Rs. 4075 with a special allowance of Rs. 500 on 1-1-1996 in the existing scale of pay of Rs. 3700-125-4950-150-5700. Revised scale of pay applicable to the post is Rs 12000-420-18300 with a minimum to be fixed at Rs. 12840

Basic pay	-	Rs. 4075
DA at 1510 points	-	Rs. 5180
Interim relief (1st)	-	Rs. 100
Interim relief (2nd)	-	Rs. 408

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Emoluments	-	Rs. 9763
40% of basic pay	-	Rs. 1630
Total	-	Rs.11393

Pay is to be fixed in the revised scale of pay = Rs. 12840 (minimum)

The due date of next increment is 1-1-1997

ILLUSTRATION - IV :

A Lecturer (Senior Scale) is drawing a basic pay of Rs. 3300 with effect from 1-10-1995 in the existing scale of pay of Rs. 3000-100-3500-125-5000. Revised Scale of Pay applicable to the post is Rs. 10000-325-15200. His pay in the revised scale of pay shall be fixed as follows :—

Basic pay	-	Rs. 3300
DA at 1510 points	-	Rs. 4884 (148% of basic pay)
Interim relief (1st)	-	Rs. 100
Interim relief (2nd)	-	Rs. 330
Emoluments	-	Rs. 8614
40% of basic pay	-	Rs. 1320
Total	-	Rs.9934

Next stage in the revised scale of pay = Rs. 10000 (minimum)

Next due date of increment is 1-10-1996

ILLUSTRATION - V :

A Professor is drawing a Basic Pay of Rs. 4650 on 1-7-1995 in the existing scale of pay of Rs. 4500-150-5700-200-7300. Revised scale of pay applicable to the post is Rs. 16400-450-20900-500-22400. His pay in the revised scale of pay shall be fixed as follows :—

Basic pay	-	Rs. 4650
DA at 1510 points (minimum Rs. 5180)	-	Rs. 5180 (111% of basic pay)
Interim relief (1st)	-	Rs. 100
Interim relief (2nd)	-	Rs. 465
Emoluments	-	Rs. 10395
40% of basic pay	-	Rs. 1860
Total	-	Rs.12255

His pay will be fixed at = Rs. 16400 (minimum)

Next due date of increment is 1-7-1996

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ILLUSTRATION - VI :

A Lecturer in the initial Grade is drawing a basic pay of Rs. 2200 as on 1-1-1996 in the existing scale of pay of Rs. 2200-75-2800-100-4000. Revised scale of pay applicable to the post is Rs. 8000-275-13500. His date of increment is 1-7 of every year. His pay in the revised scale of pay shall be fixed as follows :—

Basic pay	-	Rs. 2200
DA at 1510 points (ie. in respect of Basic pay)	-	Rs. 3256
Interim relief (1st)	-	Rs. 100
Interim relief (2nd)	-	Rs. 220
Emoluments	-	Rs. 5776
40% of basic pay	-	Rs. 880
Total	-	Rs.6656

Pay is to be fixed in the revised scale of pay = Rs. 8000 (minimum)
The due date of next increment
in the revised scale of pay will be w.e.f. 1-7-1996.

Appendix - III

FORM FOR EXERCISING OPTION UNDER THE UGC SCALE OF PAY

(Approved in GO(P) No. 171/99/ H. Edn. Dated 21-12-1999)

I.....holding the post of.....in the scale of pay of Rs.....in.....University/College do hereby elect to come under the revised scale of pay Rs.....with effect from 1-1-1996 to continue in the existing scale of pay of Rs.....till.....

Signature

Name :
Designation :
College/University :

Station,
Date.

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APPENDIX - IV

MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF LIBRARIAN, DY. LIBRARIAN AND ASST. LIBRARIAN

(I) LIBRARIAN (UNIVERSITY)

i Master's degree in library science/information science/ documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record ;

ii At least thirteen years as a Deputy Librarian in a University library or eighteen years experience as a college librarian.

iii Evidence of innovative library service and organisation of published work.

DESIRABLE :

M. Phil/Ph.D. Degree in library science/information science/ documentation/archives and manuscript-keeping.

(II) DEPUTY LIBRARIAN

i Master's degree in library science/information science/ documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record ;

ii Five years experience as an Assistant University Librarian/College Librarian.

iii Evidence of innovative library services, published work and professional commitment, computerisation of library.

DESIRABLE :

M. Phil/Ph.D. degree in library science/information science/ documentation/archives and manuscript-keeping, computerisation of library.

(III) ASSISTANT UNIVERSITY LIBRARIAN/COLLEGE LIBRARIAN/DOCUMENTATION OFFICER

i Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

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ii Master's degree in library science/ information science/ documentation or an equivalent professional degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale plus and consistently good academic record, computerisation of library.

Appendix - V

MINIMUM QUALIFICATIONS FOR THE POSTS OF DIRECTOR PHYSICAL EDUCATION, DEPUTY DIRECTOR, PHYSICAL EDUCATION AND ASSISTANT DIRECTOR, PHYSICAL EDUCATION

A. UNIVERSITY : ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS/COLLEGE DPES (LECTURER-SCALE)

i Master's degree in Physical Education (two years course) or Master's degree in Sports or an equivalent degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale plus and consistently good academic record ;

ii Record of having represented the university/college at the inter-university/inter-collegiate competitions or the State in national championships.

iii Passed the physical fitness test.

iv Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.

B. UNIVERSITY : ASSISTANT DPES/COLLEGE DPES (SENIOR-SCALE)

i Should have completed six years of service as University Assistant DPEs/College DPEs with a benefit of two years for Ph.D and one year for M.Phil. Degree holders.

ii Passed the physical fitness test.

iii Consistently good appraisal reports.

iv Should have attended at least one orientation and one refresher course of about three to four weeks' duration each with proper and well-defined evaluation procedure (exemption from one refresher course is granted to Ph.D. degree holders).

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C. UNIVERSITY : ASSISTANT DPES/COLLEGE DPES (SELECTION GRADE)

i Completed five years of service as University Assistant DPEs/college DPEs in the senior-scale.

ii Has attended at least two refresher courses of about three-four weeks' duration with proper and well-defined evaluation procedure after placement in the scale of Rs. 3000-5000.

iii Shown evidence of having produced good teams/athletes and of having organised and conducted coaching camps of at least two weeks' duration.

iv Passed the physical fitness test.

v Consistently good appraisal reports.

D. UNIVERSITY DEPUTY DPES/COLLEGE DPES (READER'S SCALE)

i Ph.D. in physical education. Candidates from outside the university system, in addition, shall also possess at least 55% of the marks or an equivalent grade of B in the UGC seven point scale at the Master's Degree level.

ii Five years' experience as University Assistant DPEs/College DPEs, with a benefit of two years and one year for Ph.D. and M. Phil. Degree holders.

iii Evidence of organising competitions and conducting coaching camps of atleast two weeks' duration.

iv Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined university, etc.

v Passed the physical fitness test.

vi Consistently good appraisal reports.

E. UNIVERSITY DPES

i Ph.D. in physical education.

ii Experience of at least ten years as University Deputy or fifteen years as University Assistant DPEs/College DPEs (selection grade)

iii Participation in at least two national/international seminars/conferences.

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iv Consistently good appraisal reports.

v Evidence of organising competitions and conducting coaching camps of at least two week's duration.

vi Evidence of having produced good performance teams/ athletes for competitions like state/national/inter-university/ combined university, etc.

Appendix - VI

SELECTION COMMITEES RECOMMENDED BY THE UGC

Lecturer in a Private College

1. Chairperson of the Governing Body of the College or his/her nominee to be the Chairperson of the Selection Committee.
2. The Principal of the concerned College.
3. One senior teacher/Head of the Department (of the concerned subject) preferably having not less than 10 years of services as a teacher.
4. Two nominees of the Vice-Chancellor of the affiliating University of whom one should be a subject expert.
5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body out of a panel of names approved by the Vice Chancellor.

For Government colleges, the State Public Service Commissions must invite three subject experts for which the State PSC will involve the University in the selection. The principal and Head of the Department should be necessarily included in the Selection Committee.

The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.

For the post of University Lecturer

At the University level, all selections must be done within the system with the Vice Chancellor as the head of the Selection Committee.

1. The Vice Chancellor to be the Chairperson of the Selection Committee.
2. Three experts in the concerned subject, to be invited on the basis of the list recommended by the Vice Chancellor and approved by the Executive Council/Syndicate.

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3. Dean of the concerned Faculty/Head/Chairperson of the Department.
4. An academician nominated by the Visitor/Chancellor.

The quorum should be four out of which at least two outside subject-experts must be present.

For the post of Reader

The process of selection should involve inviting the bio-data and reprints of three major publications of the candidate before interview and getting them assessed by the same three external experts, who are to be invited to interview the candidate. The Selection Committee should have the following composition :

1. Vice Chancellor to be the Chairperson of the Selection Committee.
2. An academician who is the nominee of the Visitor/Chancellor.
3. Three experts in the concerned subject/field out of the list recommended by the Vice Chancellor and approved by the Executive Council/Syndicate.
4. Dean of the Faculty
5. Head/Chairperson of the Department.

   At least four members, including two outside experts, must constitute the quorum.

For the post of Professor

The process of selection should involve inviting the bio-data and reprints of three major publications of which one could be a book or research report, before the interview and getting them assessed by the same three external experts who are to be invited for the interview. The assessment report must be placed before the Selection Committee. The composition of the Selection Committee for the post of a Professor will be the same as proposed for the post of Reader.

It may be ensured that the process of selection in every case is transparent and credible.

In the case of posts of Readers and Professors in Colleges, besides the Chairperson Governing Body, the Principal of the College, and the Head of the Department, there will be two university representatives, one of whom will be the Dean of College or equivalent position in the University, who will substitute the visitor's Nominee and the Vice Chancellor should be substituted by the Vice Chancellor's Nominee.

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Selection Committee for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education, Registrars, Deputy Registrars, Assistant Registrars, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Reader and Lecturer respectively, except that the concerned expert in Physical Education or Administration or Library Science, as the case may be, shall be associated with the Selection Committee.

For the post of Principal.

1. Chairperson of the Governing Board as Chairperson.
2. One member of the Governing Board to be nominated by the Chairperson.
3. Two Vice Chancellor's nominees, out of whom one should be an expert.
4. Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Board) out of a panel of experts approved by the Vice Chancellor.

   At least four members, including two experts, should constitute the quorum.

The process of selection should involve the following :

(a) Assessment of aptitude for teaching and research.

(b) Ability to communicate clearly and effectively.

(c) Ability to analyse and discuss.

(d) Optional : Ability to communicate may be assessed by requiring the candidate to participate in a group discussion or by exposure to a class room situation/ lecture, wherever it is possible.

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APPENDIX - VII

CODE OF PROFESSIONAL ETHICS FOR UNIVERSITY AND COLLEGE TEACHERS

PREAMBLE

I GOAL OF HIGHER EDUCATION IN OUR COUNTRY

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace and the principles enunciated in the Preamble to our constitution.

Higher Education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher education should strive for academic excellence and progress of arts and science. Education, research and extension should be conducted inconformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavour on social needs.

II TEACHERS AND THEIR RIGHTS

Teachers should enjoy full civic rights of our democratic community. Teachers have a right to adequate emoluments, social position, just conditions of service professional independence and adequate social insurance.

THE CODE OF PROFESSIONAL ETHICS

I TEACHERS AND THEIR RESPONSIBILITIES

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

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TEACHERS SHOULD

(i) adhere to a responsible pattern of conduct and demeanour expected of them by the community ;

(ii) Manage their private affairs in a manner consistent with the dignity of the profession ;

(iii) Seek to make professional growth continuous through study and research ;

(iv) Express free and frank opinion by participation at professional meetings, seminars, conferences, etc., towards the contribution of knowledge ;

(v) Maintain active membership of professional organisation and strive to improve education and profession through them ;

(vi) Perform their duties in the form of teaching, tutorial, practicals and seminar work conscientiously and with dedication ;

(vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation; and

(viii) Participate in the extension, co-curricular and extra-curricular activities including community service.

II TEACHERS AND THE STUDENTS

TEACHERS SHOULD

(i) Respect the right and dignity of the students in expressing his/her opinion ;

(ii) Deal justly and impartially with the students regardless of their religion, caste, political, economic, social and physical characteristics ;

(iii) Recognise the difference in attitude and capabilities among students and strive to meet their individual needs ;

(iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare ;

(v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace ;

(vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason ;

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(vii) Pay attention to only the attainment of the student in the assessment of merit ;

(viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward ;

(ix) Aid students to develop an understanding of our national heritage and national goals ; and

(x) Refrain from inciting students against other students, colleagues or administration.

III TEACHERS AND COLLEAGUES

TEACHERS SHOULD

(i) Treat other members of the profession in the same manner as they themselves wish to be treated ;

(ii) Speak respectfully of other teachers and render assistance for professional betterment ;

(iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities ;

(iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV TEACHERS AND AUTHORITIES

TEACHERS SHOULD

(i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest ;

(ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities ;

(iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand ;

(iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices ;

(v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession ;

(vi) Should adhere to the conditions of contract ;

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(vii) Give and expect due notice before a change of position is made ; and

(viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

IV TEACHERS AND NON-TEACHING STAFF

(i) Teachers should treat the non teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution ;

(ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI TEACHERS AND GUARDIANS

TEACHERS SHOULD

Try to see through teachers' bodies and organisations that institutions maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII TEACHERS AND SOCIETY

TEACHERS SHOULD

(i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided ;

(ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;

(iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole ;

(iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices ;

(v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

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Appendix - VIII

PERFORMANCE APPRAISAL REPORT - II*

SELF APPRAISAL

A. General Information :

(a) Name :
(b) Date of Birth :
(c) Address (Residential) :
Ph.No. :
(d) Designation :
(e) Depatment :
(f) Area of Specialization :
(g) Date of Appointment :
(i) In the Institution :
(ii) In the Present Post :
(h) Honours Conferred :
(i) Academic Qualification :

B. Teaching :

(a) Classes Taught :

Class	Period		
	Assigned per week **L/T/P	Taught in the year L/T/P	Steps taken for the teaching of periods missed during absence of leave
	(1)	(2)	(3)
(i) UG (BA/BSc., etc., Pass)	:		
BA/BSc, etc. Hons.)	:		
(ii) PG (MA/MSc., etc)	:		
(iii) M.Phil.	:		
(iv) Any other	:		

* To be filled at the end of every academic year

** L = Lecture T = Tutorial P = Practical

(b) Regularity and Punctuality :

(c) Details of Course teaching plan, synopsis of lecturers and reading lists supplied to students :

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(d) Details of participation in the following :

(i) University Evaluation :

(ii) Internal Evaluation :

(iii) Paper Setting :

(iv) Assessment of Home assignments :

(v) Conduct of Examinations :

(vi) Evaluation of Dissertation etc :

C. Details of Innovations/Contributions in Teaching during the year :

(a) Design of curriculum :

(b) Teaching methods :

(c) Laboratory experiments :

(d) Evaluation methods :

(e) Preparation of resource material including books, reading materials laboratory manuals etc. :

(f) Remedial Teaching/Student Counselling (academic) :

(g) Any other :

D. Improvement of Professional Competence

(a) Details regarding refresher courses/orientation attended, participation in summer schools, workshops, seminars, symposis etc. including open university courses/M.phil, Ph.D. :

E. Research Contributions

(a) Number of students (M.Phil/Ph.D) :

At the beginning of the year	Registered during the year	Completed during the year
M.Phil.		
Ph.D.		

(b) No.of research papers published (enclose list)

(c) Research Projects

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Title of the Project	Name of the funding agency	Duration

(d) Details of Seminars, Conferences, symposia organised :

(e) Patents taken, if any, give a brief description :

(f) Membership of Professional Bodies, Editorship of Journals etc. :

F. Extension Work/Community Service

(a) Give a short account of your contribution to

(i) Community work, such a values of national Integration, secularism, democracy, socialism, humanism, peace,scientific temoer, flood or drought relief, small family norms etc. :

(ii) National Literacy Mission :

(b) Positions held/Leadership role played in organisations linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity :

G. Participation in Corporate Life

Give a short account of your contribution to

(a) College/University/Institution :

(b) Co-curricular activities :

(c) Enrichment of Campus Life (hostels, sports, games, cultural activities) :

(d) Students Welfare and Discipline :

(e) Membership/Participation in Bodies/Committees on Education and National Development :

(f) Professional Organisation of Teachers :

H. Assessment

(a) Steps taken by you for the evaluation of the course programme taught

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I. General Data

State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement.

Signature of the Teacher

J. Verification of Factual Data by Head of Deaprtment

A	General Information	:
B	Teaching	:
C	Details of Innovations/ Contributions in Teaching, during the year	:
D	Improvement of Professional competence	:
E	Research Contributions	:
F	Extension Work/Community Service	:
G	Participation in Corporate Life	:
H	Whether there is any disciplinary action pending against the teacher/any punishment awarded	:
I	Remarks of the Head of Department	

Signature of the Head of Department

K. Remarks of the Principal

Signature of the Principal

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